

# Mt Rainier Railroad & Logging Museum Job Posting



If you are looking for an opportunity to work on a unique and exciting event, that provides families memories that will last a lifetime, don't delay in finding out more about this position with [Mt Rainier Railroad & Logging Museum](#). This is an exceptional opportunity to grow your career with MRRR, an [American Heritage Railways](#) company. After reviewing the job description, if this is a position that you would like to interview for, please email your resume and a separate cover letter in Word or PDF document format specifically addressing why you could be our candidate of choice for this position to [HR@MtRainierRailroad.com](mailto:HR@MtRainierRailroad.com). Posting will be open until filled. EOE.

## **Job Description**

**Division/Department:** Events

**Job Title:** Stage Manager

**Reports To:** General Manager

**Type of position:** Exempt/Salary **Employee Classification:** Seasonal, FT. 9/15/2019 – 1/5/2020

**Location:** Mineral/Elbe/Eatonville, WA

**Compensation:** Dependent on contract.

### **Job Summary:**

The successful candidate will be working with Mt. Rainier Railroad & Logging Museum during the fall and winter of 2019 to present THE POLAR EXPRESS™ Train Ride in Elbe, Washington They will help guide and keep organized the creative elements of the event and cast. They will assist the Director during casting, off site and on site rehearsals and maintain records during the rehearsals of the event. The Stage Manager will be onsite for all rehearsals as well as performances. They will manage the day to day operations of performances, overseeing the cast, crew, any technical staff as well as scheduling for such. They will have full control of the production elements of the event working with the General Manager and event staff. The Stage Manager will see that the artistic integrity of all event aspects is fully realized and maintained throughout the event run, maintaining costuming, event props and audio equipment. They will also be required to become knowledgeable with all of the Rail Events Incorporated Event Guidelines, policies and procedures as well as railroad safety rules and basic train operations.

### **Essential Duties and Responsibilities:**

- Experience with general management and managing special events
- Experience and ability problem solving and leading a large team in a live show setting
- Ability to work alongside and serve as a leader for the event staff
- Manages rehearsals under the Director and General Manager
- Oversees cast and crew during the run of the event
- Schedules cast and crew during the run of the event
- Is responsible for maintaining and managing costuming, event props, and technical equipment
- Responsible for seeing that the event is executed within the vision of all artists involved
- Become familiar with railroad safety rules
- Works with the entire event team to maintain a positive, enjoyable, and rewarding environment for all staff and passengers

### **Experience and Requirements:**

- Experience as a theatrical stage manager
- Ability to work alongside and serve as a leader for the production staff
- Possess a well-spoken manner in personal communications
- Self-motivation and attention to details
- Must be willing to travel within the United States.

- Must be 18 or over
- High School diploma or equivalent

**Work Environment:**

- Work on and off the train in varied terrain in all weather during both daylight and dark hours.
- Varied schedule throughout the event dictated by train schedule.